

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P069 **POSITION:** SPECIAL ASSISTANT, MS-301-13

OPENING DATE: 05/27/09 **CLOSING DATE:** 06/09/09

IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE: _____ **SALARY RANGE:** MS-\$76,996 - \$107,794

WORK SITE: WASHINGTON, D.C. **TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE **AREA OF CONSIDERATION:** UNLIMITED

NO. OF VACANCIES: 1

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director for Clinical Practice (OCP)

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for the overall administrative management of matters related to CFSA business initiatives for the Deputy Director for Clinical Practice (ODDCP). Conducts and monitors data analysis activities in coordination with other ODDCP staff for presentation to the Deputy Director, highlighting Agency progress on initiatives and outcomes; serves as a liaison between the Deputy Director for Clinical Practice, Administrators, and program staff personnel; serves as a designee for the Deputy Director in the absence thereof at various forums and meetings; coordinates inter-departmental data and provides accurate and timely advice on procedures, reports, requirements, and other matters necessary to implement Agency/department policy and directives; identifies issues that impact the administration's operation and functioning; monitors the departmental budget and works with the Deputy Director in creating the annual budget proposals; oversees departmental expenditures on contracts; prepares written reports for external stakeholders as needed; tracks departmental goals related to the Amended Implementation Plan and the Federal Practice Improvement Plan. Assists the Deputy Director in formulating responses to the Executive Office of the Mayor, City Council and the Court Monitor's request for data and information; monitors research activities regarding child welfare related legislation, Medicaid updates, child welfare evidenced-based and promising practices, and grant opportunities related to child well-being; establishes internal deadlines for information submissions from departmental administrators to the Deputy Director; serves on city-wide functions as a representative of CFSA. Serves as a liaison between the Office of Deputy Director for Clinical Practice and other DC Government and/or private, non-profit agencies; works collaboratively with external and community stakeholders on improvement initiatives; alerts Deputy Director of and assists in mitigating difficult and complex cases. Performs other related duties as assigned

QUALIFICATION REQUIREMENTS

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE PLACEMENT FACTORS:

- Master's degree in Social Work or advanced degree in human services and/or related social science field

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the principles and practices of social work, child welfare system and group conferencing and teaming;
2. Knowledge of federal and District Columbia laws, regulations, policies, and procedures related to Child and Family Services Agency and the Modified Final Order;
3. Effective organizational skills to make oral presentations, policy and procedures writing; and
4. Ability to communicate well orally and in writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, GENDER IDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.